

## **School Based Life Skills Facilitator / Director Of Student Support**

Contracted Person: Dr. Shawn E. Nowlin LCSW-C

Contract Start Date: 08/22/2012

Contract End Date: 6/29/2013

Annual Contract: \$24,900.00

**Position Overview:** The Life Skills Education Facilitator is responsible for the implementation, instruction, and coordination of the Life Skills Program for the facility and students. The Education Facilitator reports to the Principal.

- Facilitate the Life Skills Program.

Network with Community Resources to provide a guest lecture series supplementary to the Life Skills program.

- Assists in the research and development of materials necessary to supplement the Common Core Curriculum.
- Provide students with structured problem solving skills and coping skills necessary to become academically successful. Communicate with staff regarding student's progress, problem solving and monitoring.
- Provide structured support to emotionally disturbed students in crisis.
- Tutor and mentor clients when necessary.
- Assist with student placements for clients.
- Enhance current curriculum to include volunteer service and outside educators.

**FUNCTION:** Provide services to students five to fifteen years old identified with mild cognitive impairment, severe learning disabilities, autism, traumatic brain injury or other health impairments. These services include enhancing educational progress so proper diagnosis and programming can be established for the future.

**RESPONSIBILITIES:****A. Instructional Planning**

1. Plans and prepares for assigned students.

**B. Competency in Subject Matter**

1. Teaches content and skills to assigned student utilizing approved curriculums and approved courses of study.
2. Strives to improve expertise in areas of specialization.

**C. Instructional Methods and Practices**

1. Participates in conferences including behavior management plans, functional analysis of behavior, placement, IEP and annual reviews.
2. Develops strategies for maintaining a classroom environment conducive to effective learning, utilizes effective teaching methods, and employs a variety of instructional techniques appropriate to the maturity, interests and needs of the students.
3. Provides appropriate diagnostic testing, identifies student capabilities and monitors student progress on a regular basis.
4. Maintains accurate and complete records as required by law and Hazelwood Elementary/Middle policies.
5. Communicates with parents on an individual or small group basis.
6. Consults with appropriate professional staff regarding a student's educational program.
7. Initiates, facilitates and monitors mainstreaming into student's program when it is appropriate and consults with teacher to whom student is mainstreamed in the Least Restrictive Environment.
8. Provides direction and guidance to teacher's aide (when assigned).

**D. Classroom Management**

1. Establishes and maintains orderly classroom behavior.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

**E. Relationship with Students, Parents and Staff**

1. Works to establish and maintain open and positive lines of communication with students and their parents concerning academics and behavior.
2. Establishes and maintains cooperative relations with other members of the staff.
3. Assists the administration in upholding and enforcing school rules and policies.

**F. Professional Responsibilities**

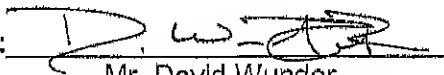
1. Meets accepted standards of professional behavior.
2. Evaluates assigned Paraprofessional(s) under the supervision of the Principal.
3. Observes and follows all Hazelwood Elementary/ Middle policies and procedures.
4. Exhibits professionalism and commitment through punctuality and attendance.
5. Performs other duties as assigned by the Hazelwood Elementary/ Middle administration.

**EVALUATION:** Formal and Informal classroom observations and conferences shall occur as needed or desired by the professional staff member Administrator and shall be an ongoing process.

**MINIMUM QUALIFICATIONS:** Doctorate Degree in Social Work, Licensed Clinical Social Worker (LCSW-C) or equivalent and human service experience preferred with a concentration in special education. Ability to present program materials in a clear concise and comfortable manner a must. The education facilitator will work a forty hour week. Must possess good interpersonal skills, personal appearance and character.

Signed:   
Dr. Shawn E. Nowlin  
Contractor

Date: 8/20/12

Signed:   
Mr. David Wunder  
Principal

Date: 8/20/12